

C  
h  
a  
p  
t  
e  
r

2

A  
p  
p  
e  
n  
d  
i  
x

E

M  
o  
n  
e  
t  
a  
r  
y

T  
e  
a  
m

A  
w  
a  
r  
d

## CHAPTER 2 APPENDIX E MONETARY EMPLOYEE TEAM AWARD

### Definition and Purpose:

The Memphis District (MVM) Monetary Employee Team Award is a monetary cash award funded by an apportioned part of the District annual employee awards budget, given to an identified group of current or past District employees, in recognition of exemplary team performance as identified herein and approved in accordance with these guidelines. Purpose of this award is to serve as an incentive to District employees to perform at the highest possible level in a spirit of team cooperation and productivity, product quality, cost effectiveness, and internal/external customer partnering and service and to recognize those achievements.

### Nature of Award:

This award is established to promote team cooperation and partnering among employees and customers. Nominations for this monetary award shall be solicited and accepted once each calendar year, for the preceding calendar year, with award presentations made during the annual Corps Day ceremonies.

### Team Definition and Nomination Eligibility:

A team, for purposes of this award nomination process, is a group of two (current employees) or more (current or past) Memphis District employees, who have contributed in a substantial manner to the primary team effort (common goal or mission), in more than just an incidental or routine manner. Specifically, nomination eligibility will include the following:

- a. The nominated team must consist of a minimum of two currently employed permanent CEMVM employees. Additional members of the team may include other current or past district employees (temporary or permanent, not volunteer). People who have never been employed by the U.S. Army Corps of Engineers, Memphis District, are not eligible for this cash award but will be recognized as appropriate.
- b. All nominees included in a nomination package must have been employed by the Memphis District for at least six full months (without a break in service) during the last two full calendar years preceding the date of nomination package submission. It will be the responsibility of the nominator to verify the service requirements.
- c. Nominators and coordinating reviewers will ensure, to the fullest extent possible, that an employee will not be nominated on more than one team award for the same contribution.

### Team Product(s) or Effort:

For purpose of identification of an appropriate team product/common goal or mission for which award nomination may be considered, the following are identified as examples/possibilities. They are not intended to be all inclusive or exclusive but only as thought provokers.

- a. Development of new or revised policies, methods, procedures, or programs.
- b. Outstanding efforts in completing a document such as a report, plans and specs, etc.
- c. Completion of or an integral part of an entire study, Design Memorandum, EIS, etc.
- d. Planned and accomplished a successful workshop or meeting.
- e. Outstanding effort in the coordination and management of several or a specific project; e.g., winter lock rehab, emergency repair of structural damage to our facilities, in-house remodeling, etc.
- f. Successfully accomplished an innovative solution to a problem.
- g. Outstanding efforts in the coordination and management of District program(s), e.g. dredging, PRIP, personnel.
- h. Overall execution of a Corps mission or program, emergency response, regulatory compliance, financial management, etc.
- i. Outstanding efforts in programs that enhances the diversity or social status of the District or that improves the Corps image as a public service entity or employer, e.g. volunteer programs (Civilian Welfare, Corps Day, Adopt-a-Family, etc.), EEO programs, Federal Women's Programs, Special Emphasis Programs, etc.

---

## **NOMINATION PROCESS:**

Team award nominations (in the form of complete packages) may be made by Division/Office, Branch, Section or Unit level organization Chiefs. Employees who are formally assigned to perform in the absence of one of these Chiefs for a period in excess of thirty (30) days may submit a nomination as acting chief of the organization. Other employees, to include those formally or informally working as team leaders may not submit nomination packages, but will be encouraged to discuss/recommend possible nominations to the organization chief. Two or more organization chiefs may submit a joint nomination, typically for recognizing employees from their own organizations who contributed to the same overall worthy effort/contribution for which nomination is being made.

---

## **NOMINATION REVIEW/APPROVAL:**

Nomination packages prepared for submission will be approved by the next higher level organizational chief above the nominator; i.e., the Division/Office Chief if the nominator is a Branch level chief. This approval must be accomplished through the next higher level organizational chief for all nominators who participate in the nomination. Nominations involving employees not currently (or in the past) employed in the Division/Office organization or subordinate organization over which the nominator or his/her approver has responsibility, must be approved for inclusion by that employee's Division/Office Chief; i.e., an organization chief in Engineering Division makes a nomination including an employee from Real Estate Division must have cleared inclusion of that employee in the nomination submission with the immediate organizational chief, in this case the Chief of Real Estate Division, prior to completing the nomination package and submitting it for final review and approval and subsequent submission to the Incentive Awards Committee for consideration. Division/Office Chiefs will be asked to prioritize submissions if more than one nomination is received from that office.

Nominators will be requested to be present during the review of their team nomination package. This will provide the nominator an opportunity to explain how they determined the benefits they selected.

Nominators currently serving on the Incentive Awards Committee will not be eligible to vote on their nomination package.

---

## **ADMINISTRATION:**

Nominees for this award will be rated by an Evaluation Committee appointed by the IAC. The committee will consist of one scoring representative from each of the following Division/Offices: CO, ED, CT, PM, and RM.

The Division/Office with responsibility for the team administration, project leader or subject matter expert will be available to provide information for subject award.

A Human Resources Specialist will be the Administrator for the Evaluation Committee. The Administrator will be responsible for chairing the committee, facilitating meeting proceedings, and ensuring that the award packages and award criteria are distributed to Evaluation Committee members and that team awards have been reviewed, ranked and selections made by the required date. The Evaluation Committee will have the authority to level award amounts, reject nominations, make recommendations on individual nominations or on all nominations as a whole, etc. The Administrator will have the authority to return nomination packages for revision and/or non-acceptance when eligibility criteria has not been met. The Administrator will also be responsible for committee meeting logistics, scoring data, and maintaining historical file for audit trail of all actions.

The winning teams will be selected no later than prior to Corps Day based on accomplishments in the preceding calendar year. Teams will be recognized with a certificate and a monetary cash award. Upon Commander approval of the team awards, the nominator will be notified of the selection and will be responsible for preparation of the certificates. Nominators will also ensure that the certificates are signed by the Commander, framed and ready for presentation. The teams will be recognized at the annual Corps Day Awards Ceremony and picnic normally held the middle of June.

---

## **INCENTIVE AWARDS COMMITTEE ACTION:**

The Evaluation Committee will return the evaluated nomination packages and provide a ranked list of the teams nominated and award amounts recommended to the CPAC for review and coordination with the IAC. The IAC will provide its recommendation to the Commander who has final approval authority on all team awards.

## **AWARD CRITERIA AND NOMINATION FORM:**

This award is established for the purpose of recognizing team contributions during the preceding calendar year ending 30 September. The award justification must demonstrate that the team, through their own efforts, contributed in a substantial, exceptional, and positive manner to the accomplishment of District/Corps mission, to the provision of exceptional mission related service to the public, and/or to the substantial improvement of the District/Corps image as a responsible, responsive, caring governmental entity. The contribution/achievement upon which the nomination is based must have occurred during the calendar year under consideration. While primary ranking consideration will be given to the basic justification presented by the nominator, the IAC will consider additional factors during the ranking process such as:

- a. The extent to which the specific contribution has resulted in the material improvement in service; financial or manpower savings; professional, technological, social, progress or improvement; or improvement of the Corps image as a public service entity or employer.
- b. The value of the contribution and extent of application derived from the resulting benefits to the Government from this team effort which must be identified.
- c. The receipt of other forms of special recognition such as honorary or monetary awards for the same contribution. Employees may receive an honorary and a monetary award for the same contribution.

---

## **AMOUNT OF AWARD:**

Tangible/Intangible benefits must be identified using the Scale of Awards Based on Tangible and Intangible Benefits found in AR 672-20, Incentive Awards Program. The Tangible Benefits Table will be used when a specific dollar savings to the Government can be identified/calculated. Intangible Benefits Table will be used when specific dollar savings cannot be identified. When recommending an award based on Intangible Benefits the value of the benefit and extent of application must be determined and award amount must fall within the parameters identified in Intangible Benefits Table. Justification must reflect the entire team's contribution and identify the recommended dollar amount for the team award. Actual award amount is subject to the availability of award funds.

The amount of the award will be divided equally among the team members. The only exception to this will be by recommendation of the Evaluation Committee based upon the justification provided on the Nomination Form (See attachment).

The nomination format for submission will consist of the Incentive Awards Nomination and Approval Form, DA Form 1256, along with the Nomination Form which identifies additional information required to complete the nomination package.

**NOMINATION PERIOD:** 1 February through 15 March.

# MEMPHIS DISTRICT MONETARY EMPLOYEE TEAM AWARD JUSTIFICATION

(To be completed by 15 March and sent to CPAC)

TEAM NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

NAMES and ORGANIZATIONS OF TEAM MEMBERS: Additional sheet may be used

---

---

---

---

NOMINATION PERIOD: \_\_\_\_\_  
(Specific period of time being recognized)

BENEFITS IDENTIFIED: \_\_\_\_\_  
(Tangible/Intangible Tables found in AR 672-20)

RECOMMENDED AMOUNT OF AWARD BASED ON BENEFITS: \_\_\_\_\_  
(Total dollar amount recommended for entire team)

DESCRIPTION OF TEAM PRODUCT/CONTRIBUTION: Attach sheet if necessary

---

---

---

---

---

NOMINATOR'S OFFICIAL SIGNATURE:

SIGNATURE/TITLE/DATE: \_\_\_\_\_  
(See nomination review and approval)

COORDINATION REVIEW AND APPROVAL SIGNATURES, IF NECESSARY.

SIGNATURE/TITLE/DATE: \_\_\_\_\_

SIGNATURE/TITLE/DATE: \_\_\_\_\_

SIGNATURE/TITLE/DATE: \_\_\_\_\_

APPROVING OFFICIAL SIGNATURE:

SIGNATURE/TITLE/DATE: \_\_\_\_\_  
(Must be Division/ Office Chief in nominator's chain of command)

AWARD AMOUNT RECOMMENDED BY THE EVALUATION COMMITTEE: \_\_\_\_\_

## PROPOSED CITATION

\_\_\_\_\_ is officially commended for serving as a member of the Human Resources HR Team who participated in the Regional Civilian Personnel Servicing Baseline Review conducted by the U.S. Army Civilian Personnel Evaluation Agency (USACPEA). The HR leadership of the civilian work force was evaluated as outstanding with high praise for the HR team for the quality of customer care that they provided. Headquarters USACE, Director of Human Resources, Susan Duncan and North Central Division Commander, Colonel James VanEpps lauded the HR team for their efforts and contributions to the outstanding USACPEA Evaluation Report. The HR team's efforts brought great credit to the team members, the Memphis District, the South Central Division, and the U.S. Army Corps of Engineers. For this team achievement, Mr./Ms./Mrs. \_\_\_\_\_ is awarded a Department of the Army Certificate of Commendation and a Team Award for 2000.